


INVITATION TO BID STATE OF LOUISIANA DIVISION OF ADMINISTRATION OFFICE OF STATE PURCHASING		BIDS WILL BE PUBLICLY OPENED: <div style="font-size: 1.2em; font-weight: bold;">FEB 25, 2010 10:00 AM</div>
=====> VENDOR NO. : SOLICITATION : 2238455 FILE NO. : R52383R OPENING DATE : 02/25/10 <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div>		PURCHASING AGENCY NO. : 107001 SEE NO. 8 BELOW. RETURN BID TO <div style="text-align: right;">10:00 AM</div> <div style="display: flex; justify-content: space-between;"> 2238455 02/25/10 R52383R </div> <p>OFFICE OF STATE PURCHASING OFFICE OF STATE PURCHASING POST OFFICE BOX 94095 BATON ROUGE, LA 70804-9095</p> <p>BUYER : LINDA SWAGGERTY BUYER PHONE : (225) 342-9752 DATE ISSUED : 02/04/10 REQ. AGENCY : 340HDC FOLD HERE--> NORTH LAKE SUPPORT & SERVICE CENTER AGENCY REQ. NO. : 110011 ISIS REQ. NO. : 1330192 VENDOR PHONE : FISCAL YEAR : 11 CLASS/SUBCLASS : 95405 SCHEDULED BEGIN DATE : 00/00/00 SCHEDULED END DATE : 00/00/00 T-NUMBER :</p>
<div style="border: 1px solid black; width: 300px; height: 80px; margin: 0 auto;"></div> <p style="font-weight: bold; font-size: 1.1em;">FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.</p>		

*LINEN & LAUNDRY SERVICE FOR NORTH LAKE
SUPPORT & SERVICE CTR., HAMMOND, LA*

TO BE COMPLETED BY VENDOR

1. _____ PLEASE REMOVE FROM THIS COMMODITY CODE.
2. _____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER.
3. _____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS.
4. _____ BID BOND ATTACHED, _____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED.
5. _____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).

INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
3. THIS BID IS TO BE MANUALLY SIGNED IN INK. FOLD HERE-->
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. AMOUNT OF BID BOND REQUIRED: _____ N/A _____.
6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. _____ OR _____ 0% _____ OF BID.
7. DESIRED DELIVERY: _____ 001DAYS ARO
8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE.
9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.

VENDOR PHONE NUMBER: FAX NUMBER:	TITLE	DATE
SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3. (MUST BE SIGNED)		NAME OF BIDDER (TYPED OR PRINTED)

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
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<p>11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.</p> <p>12. CONFERENCE: NA NA NA</p> <p>13. BID FORMS. ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:</p> <ul style="list-style-type: none">A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND;B. BID FILLED OUT IN PENCIL; ANDC. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS. <p>BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.</p> <p>14. STANDARDS OF QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>15. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>16. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>17. AWARDS. THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>18. PRICES . UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>19. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>20. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p>			

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<p>21. NEW PRODUCTS.</p> <p>UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS.</p> <p>UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION.</p> <p>THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR.</p> <p>FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY.</p> <p>IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW.</p> <p>ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS.</p> <p>BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION.</p> <p>ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY.</p> <p>CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>30. SIGNATURE AUTHORITY.</p> <p>IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:</p> <ol style="list-style-type: none"> 1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR 2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR 3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY. 			

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1 BID DELIVERY INSTRUCTIONS FOR STATE PURCHASING:

BIDDERS ARE HEREBY ADVISED THAT THE U.S. POSTAL SERVICE DOES NOT MAKE DELIVERIES TO OUR PHYSICAL LOCATION.

BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT:
OFFICE OF STATE PURCHASING
P O BOX 94095
BATON ROUGE LA 70804-9095

BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS FOLLOWS:

OFFICE OF STATE PURCHASING
CLAIBORNE BUILDING, SUITE 2-160
1201 NORTH THIRD STREET
BATON ROUGE, LA 70802

BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE OFFICE OF STATE PURCHASING IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.

BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE & TIME SHALL RESULT IN REJECTION OF THE BID.

PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION.

****ATTENTION:****

RECEIPT OF A SOLICITATION OR AWARD CANNOT BE RELIED UPON AS AN ASSURANCE OF RECEIVING FUTURE SOLICITATIONS. IN ORDER TO RECEIVE FUTURE SOLICITATIONS/AWARDS FROM THIS OFFICE, YOU MUST ENROLL IN THE PROPER CATEGORY ON LAPAC AT THE FOLLOWING WEB SITE:
[HTTP://WWWPRD.DOA.LOUISIANA.GOV/OSP/LAPAC/PUBMAIN.ASP](http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp)
ENROLLMENT IN LAPAC IS FREE AND PROVIDES EMAIL NOTIFICATION OF BID OPPORTUNITIES BASED UPON COMMODITIES THAT YOU SELECT.

2 CLEAN LINEN SERVICE:

CLEAN LINEN DELIVERED TO THE AGENCY MUST BE PACKED IN LINEN CARTS OR HAMPERS FURNISHED BY THE CONTRACTOR. CLEAN LINEN MUST BE ASSEMBLED AND PROPERLY PACKAGED AND MARKED "CLEAN LINEN" OR OTHER IDENTIFIABLE LABEL. CLEAN LINEN DELIVERED TO THE AGENCY MUST HAVE PACKING SLIP AFFIXED TO THE BUNDLES THAT LIST (ITEMIZE) ITEMS BEING DELIVERED, SPECIFYING QUANTITY, UNIT OF MEASURE (I.E. EACH, DOZ.) AND UNIT COST. ITEMS DELIVERED MUST BE PACKAGED IN STANDARD BUNDLES, SIZE AND WEIGHT AS DETERMINED BY MUTUAL AGREEMENT BETWEEN BOTH PARTIES, AGENCY AND CONTRACTOR.

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<p>LINEN THAT HAS BEEN IMPROPERLY CLEANED WILL BE COUNTED AND PLACED IN DESIGNATED CONTAINERS (PACKAGING) BY AGENCY LAUNDRY PERSONNEL FOR PICK UP BY THE CONTRACTOR TO BE RE-LAUNDERED OR REPLACED AND RETURNED TO THE AGENCY AT NO ADDITIONAL COST TO THE AGENCY.</p> <p>DAMAGED OR LOST LINEN: THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY AND ALL ITEMS LOST OR DAMAGED THROUGH NO FAULT OF THE AGENCY. ITEMS LOST DUE TO NORMAL WEAR AND TEAR, AS A RESULT OF NORMAL USAGE WILL BE AT THE EXPENSE OF THE CONTRACTOR. ITEMS LOST OR DAMAGED THAT IS DEEMED TO BE THE FAULT OF THE AGENCY WILL BE REPLACED AT THE LOWER OF UNIT COST IN THE BID OR MANUFACTURER'S SUGGESTED REPLACEMENT COST.</p> <p>PROPERTY OF AGENCY: ALL ITEMS MARKED "PROPERTY OF NORTH LAKE SUPPORTS & SERVICES" AND/OR FORMERLY KNOWN AS "HAMMOND DEV. CENTER" THAT ARE DISCOVERED BY THE CONTRACTOR DURING BATCH PROCESSING OF LINEN AT THE PLANT SHALL BE RETURNED TO THE AGENCY PERIODICALLY AND/OR THE AGENCY SHALL BE ALLOWED TO HAVE ACCESS TO THE CONTRACTOR PLANT FACILITIES FOR THE PURPOSE OF IDENTIFYING ITEMS THAT ARE PROPERTY OF THE AGENCY AND SHALL BE ALLOWED TO TAKE POSSESSION OF SUCH PROPERTY AND RETURN IT TO THE AGENCY. THIS INCLUDES CLIENT CLOTHING, ETC.</p> <p>SOILED LINEN: SOILED LINEN SHALL BE COLLECTED AND ASSEMBLED IN PROPER RECEPTACLES BY AGENCY PERSONNEL AND PLACED IN DESIGNATED LINEN CARTS/HAMPERS FOR PICK UP BY THE CONTRACTOR. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO INSURE THAT LINEN CARTS/HAMPERS FOR STORAGE AND PICK UP OF SOILED LINEN ARE AVAILABLE AT THE AGENCY AND PROPERLY LABELED "SOILED LINEN" FOR IDENTIFICATION TO AVOID CROSS CONTAMINATION.</p> <p>LINEN MUST BE WASHED WITH A WASH FORMULA INCORPORATING DETERGENT, HOT WATER AT A TEMPERATURE OF AT LEAST 150 DEGREES F, CONCENTRATION OF BLEACH AND RINSE AGENTS. CONTRACTOR SHALL PROVIDE TO AGENCY A MONTHLY CULTURE REPORT FROM A CERTIFIED, COMPETENT, INDEPENDENT LABORATORY SHOWING ZONES OF BACTERIOSTATIC INHIBITION ON CLEAN LINEN AND INSIDE LINEN CARTS/HAMPERS USED TO DELIVER AND PICK UP LINEN AT THE AGENCY.</p> <p>CONTAMINATED LINEN: CONTAMINATED LINEN SHALL BE ASSEMBLED BY AGENCY LAUNDRY PERSONNEL AND PLACED IN IMPERVIOUS (BIODEGRADABLE) BAGS LABELED "BIOHAZARD" FOR STORING CONTAMINATED LINEN. ALL BAGS AND LINEN CARTS/HAMPERS SHALL BE SUPPLIED BY THE CONTRACTOR AT NO COST TO THE AGENCY. CONTRACTOR SHALL INSURE THAT ALL BAGS, LINEN CARTS/HAMPERS FOR HANDLING/STORING CONTAMINATED LINEN ARE PROPERLY LABELED "CONTAMINATED LINEN" WITH PROPER IDENTIFYING BIOHAZARD WARNING SYMBOL FOR IDENTIFICATION TO AVOID CROSS CONTAMINATION.</p> <p>CONTAMINATED LINEN MUST BE WASHED WITH A WASH FORMULA INCORPORATING DETERGENTK, HOT WATER AT A TEMPERATURE TO AT LEAST 160 DEGREES F, BLEACH RINSE AGENT, RINSE CYCLE SUFFICIENT TO RINSE OUT SOIL AND WASH AGENTS CONTRACTOR MUST INSURE THE USE OF A "BACTERIOSTAT" TO BE ADDED PER MANUFACTURER'S INSTRUCTIONS TO FIRST WASH CYCLE. CONTRACTOR SHALL PROVIDE TO AGENCY A MONTHLY CULTURE REPORT FROM</p>			

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<p> A CERTIFIED, COMPETENT INDEPENDENT LABORATORY SHOWING ZONES OF BACTERIOSTATIC INHIBITION ON CLEAN LINEN AND INSIDE LINER CARTS/HAMPER USED TO DELIVER AND PICK UP LINEN AT THE AGENCY. </p> <p> TRANSPORTATION OF LINEN: CONTRACTOR SHALL PROVIDE AN ORDERLY AND CONSISTENT CHECK ON THE METHOD OF TRANSPORTING LINEN TO AND FROM AGENCY FACILITY TO INSURE THAT SOILED AND CLEAN LINEN ARE KEPT SEPARATE. </p> <p> ALL LINEN CARTS/HAMPERS USED FOR SOILED LINEN TRANSPORT SHALL BE PROPERLY CLEANED AND SANITIZED WITH A GERMICIDAL AGENT AND OTHER CHEMICAL TREATMENT NECESSARY TO AVOID CROSS CONTAMINATION, BEFORE BEING USED TO DELIVER CLEAN LINEN TO THE AGENCY. </p> <p> CONTRACTOR FACILITIES: CONTRACTOR SHALL INSURE THAT ALL LINEN IS PROPERLY WASHED AND TREATED IN COMMERCIAL TYPE WASHERS AND DRYERS DESIGNED SPECIFICALLY FOR THAT PURPOSE, TO PREVENT CROSS CONTAMINATION. </p> <p> UNIVERSAL PERCAUTIONS: CONTRACTOR MUST OBSERVE ALL UNIVERSAL PRECAUTIONS REQUIRED BY JOINT COMMISSION FOR ACCREDITATION OF HOSPITALS IN FULLY WRAPPING CLEAN LINEN. IN NO CASE SHALL CLEAN LINEN BE TRANSPORTED ON THE SAME TRUCK WITH SOILED LINEN. </p> <p> TERMS: CONTAMINATED LINEN: ITEMS OR GARMENTS THAT HAVE BEEN EXPOSED TO POTENTIALLY INFECTIOUS MATERIALS WHICH INCLUDES BLOOD AND HUMAN BODY FLUIDS AND WASTE. </p> <p> DELIVERIES: ARE TO BE MADE BETWEEN THE HOURS OF 8:00 AM AND 3:00 PM MONDAY, WEDNESDAY & FRIDAY EXCEPT ON HOLIDAYS. NORMAL DELIVERIES OF THE ITEMS WILL BE ON A DAILY BASIS. HOWEVER, AGENCY RESERVES THE RIGHT TO SPECIFY THE ITEMS AND QUANTITIES OF EACH ITEM TO BE DELIVERED IN CASE OF AN EMERGENCY AND/OR ADDITIONAL DELIVERIES IF REQUIRED. </p> <p> EXTRA OF SPECIAL DELIVERIES WILL BE MADE BY THE CONTRACTOR AT THE REQUEST OF THE AGENCY AT THE SAME UNIT PRICE QUOTED IN THE BID. EXTRA OR SPECIAL DELIVERIES THAT NEED TO BE MADE DUE TO THE FAILURE OF THE CONTRACTOR TO PROPERLY SUPPLY THE AGENCY WITH SUFFICIENT QUANTITY WILL BE MADE BY THE CONTRACTOR AT NO ADDITONAL COST TO THE AGENCY. </p> <p> DELIVERY SCHEDULE TO BE COORDINATED BETWEEN AGENCY'S LAUNDRY PERSONNEL AND CONTRACTOR, WITH QUANTITY, DATES AND TIME TO BE ESTABLISHED. </p> <p> PACKAGING: ITEMS MUST BE PACKED IN STANDARD SIZE BUNDLES WHEN DELIVERED. SIZE OF STANDARD BUNDLES TO BE DETERMINED BY MUTUAL AGREEMENT OF BOTH AGENCY AND CONTRACTOR. PACKING SLIP MUST BE ATTACHED TO EACH LINEN CART/HAMPER OR CLEAN LINEN SHOWING ITEMS AND QUANTITY BEING DELIVERED. </p> <p> PICK UP AREA: CONTRACTOR MUST PICK UP AND DELIVER TO THE LAUNDRY DEPARTMENT (INSIDE) AT NORTH LAKE SUPPORTS AND SERVICES CENTER, </p>			

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45439 LIVE OAK DRIVE, HAMMOND, LA. 70401

DELIVERY TRUCK: DELIVERIES MUST BE MADE IN PROPERLY ENCLOSED DELIVERY TRUCK. DELIVERY TRUCK AND LINEN CARTS/HAMPERS USED FOR TRANSPORT OF LINEN MUST MEET ALL SANITARY CONDITIONS AND REGULATIONS SUBJECT TO OSHA REGULATIONS AND OTHER GOVERNMENT AND/OR REGULATORY AUTHORITIES.

THE ABOVE QUANTITIES ARE ESTIMATED TO BE THE AMOUNT NEEDED. IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED BY NORTH LAKE SUPPORTS AND SERVICES CENTER TO INCREASE OR DECREASE THE AMOUNT AT THE UNIT PRICE STATED IN THE BID.

"THE CONTINUATION OF THIS CONTRACT IS CONTINGENT UPON THE CONTINUATION OF AN APPROPRIATION OF FUNDS BY THE LEGISLATURE TO FULFILL THE REQUIREMENTS OF THE CONTRACT. IF THE LEGISLATURE FAILS TO APPROPRIATE SUFFICIENT MONIES TO PROVIDE FOR THE CONTINUATION OF A CONTRACT OR IF SUCH APPROPRIATION IS REDUCED BY THE VETO OF THE GOVERNOR OR BY ANY MEANS PROVIDED IN THE APPROPRIATIONS ACT OR TITLE 39 OF THE LOUISIANA REVISED STATUTES OF 1950 TO PREVENT THE TOTAL APPROPRIATIONS FOR THE YEAR FROM EXCEEDING REVENUES FOR THAT YEAR OR FOR ANY OTHER LAWFUL PURPOSE AND THE EFFECT OF SUCH REDUCTION IS TO PROVIDE INSUFFICIENT MONIES FOR THE CONTINUATION OF THE CONTRACT, THE CONTRACT SHALL TERMINATE ON THE DATE OF THE BEGINNING OF THE FIRST FISCAL YEAR FOR WHICH FUNDS ARE NOT APPROPRIATED.

SERVICE MUST BE SATISFACTORY; OTHERWISE, NORTH LAKE SUPPORTS AND SERVICES RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.

NOTE TO VENDOR: ESTIMATED ANNUAL USAGE IS 244,000 POUNDS PER YEAR, PLEASE NOTE, RENEWAL WILL BE FOR A 12 MONTH PERIOD WITH ESTIMATED ANNUAL USAGE OF 244,000 POUNDS.

3

CANCELLATION

THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.

4

CERTIFICATION OF NO SUSPENSION OR DEBARMENT. BY SIGNING AND SUBMITTING ANY BID FOR \$100,000 OR MORE, THE BIDDER CERTIFIES THAT THEIR COMPANY, ANY SUBCONTRACTORS, OR PRINCIPALS ARE NOT SUSPENDED OR DEBARRED BY THE GENERAL SERVICES ADMINISTRATION (GSA) IN ACCORDANCE WITH THE REQUIREMENTS IN OMB CIRCULAR A-133.

A LIST OF PARTIES WHO HAVE BEEN SUSPENDED OR DEBARRED CAN BE VIEWED VIA THE INTERNET AT WWW.EPLS.GOV

5

PRICES ARE TO BE BID IN THE UNIT OF MEASURE REQUESTED (PER ROLL, PER REEL, PER CARTON, PER GALLON, ETC.).

6

SCOPE OF CONTRACT

SPECIAL TERMS & CONDITIONS		INVITATION TO BID	
NUMBER : 2238455 OPEN DATE: 02/25/10 TIME: 10:00 AM T-NUMBER :		BIDDER:	PAGE 8
<p>SUBMITTAL OF ANY TERMS AND CONDITIONS CONTRARY TO THOSE OF THE STATE OF LOUISIANA MAY CAUSE YOUR BID TO BE REJECTED. BY SIGNING BELOW, TERMS AND CONDITIONS WHICH MAY BE INCLUDED IN YOUR BID ARE NULLIFIED, AND CONTRACTOR AGREES THAT THIS CONTRACT SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>_____</p> <p>BIDDER SIGNATURE</p> <p>7 COMPENSATION INSURANCE, PUBLIC LIABILITY, AND PROPERTY DAMAGE INSURANCE, AS OUTLINED BELOW, ARE REQUIRED IN THIS BID.</p> <p>CONTRACTOR'S LIABILITY INSURANCE:</p> <p>PROOF OF INSURANCE SHOULD BE SUPPLIED WITH THE BID AND WILL BE REQUIRED BEFORE WORK CAN COMMENCE.</p> <p>INSURANCE COVERAGE SPECIFIED BELOW SHALL BE FURNISHED WITH THE FOLLOWING MINIMUM LIMITS:</p> <p>COMPENSATION INSURANCE: THE CONTRACTOR AND SUBCONTRACTORS SHALL TAKE AND MAINTAIN DURING THE LIFE OF THE CONTRACT WORKMAN'S COMPENSATION INSURANCE FOR ALL OF THEIR EMPLOYEES EMPLOYED AT THE SITE OF THE PROJECT. IN CASE ANY CLASS OF EMPLOYEES ENGAGED IN HAZARDOUS WORK UNDER THE WORKMAN'S COMPENSATION STATUTE, THE CONTRACTOR AND SUBCONTRACTOR SHALL PROVIDE EMPLOYER'S LIABILITY INSURANCE FOR THE PROTECTION OF THEIR EMPLOYEES NOT OTHERWISE PROTECTED.</p> <p>PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE: COMPREHENSIVE PUBLIC GENERAL LIABILITY INSURANCE, INCLUDING BUT NOT LIMITED TO BODILY INJURY, PROPERTY DAMAGE, CONTRACTUAL LIABILITY, PRODUCTS LIABILITY, COMPLETED OPERATIONS AND OWNER'S PROTECTIVE LIABILITY WITH COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE WITH A MINIMUM AGGREGATE OF \$1,000,000.</p> <p>LICENSED AND NON-LICENSED MOTOR VEHICLES: THE CONTRACTOR SHALL TAKE OUT AND MAINTAIN DURING THE LIFE OF THE CONTRACT, AUTOMOBILE PUBLIC LIABILITY INSURANCE IN AN AMOUNT NOT LESS THAN COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE FOR BODILY INJURY/PROPERTY DAMAGE. IF ANY NON-LICENSED MOTOR VEHICLES ARE ENGAGED IN OPERATIONS WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO PERFORM THEREUNDER, SUCH INSURANCE SHALL COVER THE USE OF ALL SUCH MOTOR VEHICLES ENGAGED IN OPERATING WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO BE PERFORMED THEREUNDER, UNLESS SUCH COVERAGE IS INCLUDED IN THE INSURANCE SPECIFIED.</p> <p>8 AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. TOTAL CONTRACT TIME MAY NOT EXCEED THIRTY-SIX (36) MONTHS.</p> <p>9 THE ABOVE QUANTITIES REPRESENT ANNUAL USAGE. IF CONTRACT IS RENEWED, QUANTITIES MAY BE INCREASED OR DECREASED PROPORTIONATELY DURING THE</p>			

SPECIAL TERMS & CONDITIONS		INVITATION TO BID	
NUMBER : 2238455 OPEN DATE: 02/25/10 TIME: 10:00 AM T-NUMBER :		BIDDER:	PAGE 9
<div><div></div><div> <i>CONTRACT PERIOD.</i></div><div></div><div></div></div>			

PRICE SHEET		INVITATION TO BID			
NUMBER : 2238455 OPEN DATE : 02/25/10 TIME: 10:00 AM T-NUMBER :		BIDDER:			PAGE 10
LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
00001	<p>UNLESS SPECIFIED ELSEWHERE SHIP TO: NORTH LAKE SUPPORT & SERVICE CENTER SUPPORT SERVICE WAREHOUSE: SANDY THOMPSON 45439 LIVE OAK DRIVE HAMMOND , LA 70401</p> <p>COMMODITY CODE: 954-05-000000</p> <p>LAUNDRY AND LINEN SERVICE FROM JULY 1, 2010 THRU 06/30/11 IN ACCORDANCE WITH THE ATTACHED SPECIAL CONDITIONS.</p> <p>ALL ITEMS ON LINE 00002 ARE TO BE FURNISHED, PICKED UP, LAUNDERED AND RETURNED MON,WED & FRIDAY BETWEEN THE HOURS OF 8:00 AM AND 3:00 PM.</p> <p>FACILITY CONTACT IS CHRISTY STEWART 225-567-7218</p> <p>WHITE FITTED SHEETS 36 X 80 X 6 FLAT SHEET BLEACHED 55/45 BLEND 66 X 104 PILLOWCASE BLEACHED 55/45 BLEND 20 X 30 WASH CLOTH, WHITE TERRY CLOTH, SIZE 12 X 12, APPROX. WT. 2 OZ BATH TOWEL, WHITE TERRY CLOTH, SIZE 20 X 40, APPROX WT. 2 OZ. THERMAL BLANKETS, WHITE, 100% COTTON 70 X 90, APPROX WT 3 LBS.</p>	1	EACH		
00002	<p>COMMODITY CODE: 954-05-000000</p> <p>VENDOR TO CLEAN, PROCESS AND MANAGE THE INVENTORY PROCESS BY PROVIDING A LINEN REPLACEMENT PROGRAM. NORTH LAKE SUPPORTS AND SERVICES CENTER WOULD MAINTAIN OWNERSHIP OF THE LINEN. SUCCESSFUL VENDOR WOULD PHASE OUT OUR LINEN AND REPLACE WITH THEIRS. LINENS WILL CONSIST OF FLAT SHEETS, FITTED SHEETS, PILLOWCASES AND HERRINGBONE BLANKETS.</p>	244000	LB		